

**MINUTES OF THE  
LEGISLATIVE AND ADMINISTRATIVE SERVICES COMMITTEE**

**THURSDAY, SEPTEMBER 13, 2007**

At a meeting of the **Legislative and Administrative Services Committee**, held Thursday, September 13, 2007, in the Board Room, on the 9<sup>th</sup> Floor of the Administration Building, Mount Clemens, the following members were present:

Lund-Chair, Brdak, Bruley, Doherty, Drolet, D. Flynn, J. Flynn, Rocca, Sauger, Slinde, Switalski and Vosburg.

Absent and excused was Szczepanski.

**Other Commissioners Also Present:**

Commissioner DeSaele  
Commissioner Gielegghem  
Commissioner Rengert

There being a quorum of the committee present, Chair Lund called the meeting to order at 10 a.m.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

**AGENDA**

**MOTION**

A motion was made by Switalski, supported by Sauger, to adopt the agenda, as presented.  
**The Motion Carried.**

**MINUTES**

**MOTION**

A motion was made by Rocca, supported by Brdak, to approve the July 9 and August 6, 2007 minutes of this committee, as written. **The Motion Carried.**

**APPROVE MISCELLANEOUS DEPARTMENT REQUESTS**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY SAUGER, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE FOLLOWING MISCELLANEOUS DEPARTMENT REQUESTS:

58 ADDITIONAL CITRIX LICENSES AND INSTALLATION FOR INFORMATION TECHNOLOGY AT A COST NOT TO EXCEED \$28,668; FUNDING IS AVAILABLE IN THE PC REPLACEMENT/UPGRADE PROGRAM;

ONE DESKTOP COMPUTER, ONE MULTIPLE DVD BURNER, AND ONE MS OFFICE LICENSE FOR THE PROSECUTING ATTORNEY'S OFFICE AT A COST NOT TO EXCEED \$2,058; FUNDING IS AVAILABLE IN THE IT CAPITAL FUND;

ONE PROJECTOR, ONE UNIVERSAL PROJECTOR MOUNT, AND ONE WIRELESS LASER POINTER FOR THE PUBLIC HEALTH DEPARTMENT AT A COST NOT TO EXCEED \$979; FUNDING IS AVAILABLE IN THE PUBLIC HEALTH – COMPUTER PROJECTS ACCOUNT;

ONE GIZA STUDIO SOFTWARE LICENSE AND ONE FLAT SCREEN MONITOR FOR THE PURCHASING DEPARTMENT AT A COST NOT TO EXCEED \$2,664; FUNDING IS AVAILABLE IN THE IT CAPITAL FUND;

THREE DESKTOP COMPUTERS, ONE GROUPWISE LICENSE, AND ONE MS OFFICE LICENSE FOR THE PURCHASING DEPARTMENT AT A COST NOT TO EXCEED \$3,540; FUNDING IS AVAILABLE IN THE PC COMPUTER REPLACEMENT/UPGRADE PROGRAM;

ONE DESKTOP COMPUTER FOR THE COMMUNITY CORRECTIONS OFFICE AT THE SHERIFF'S DEPARTMENT AT A COST NOT TO EXCEED \$1,050; FUNDING IS AVAILABLE IN THE SHERIFF'S COMMUNITY CORRECTIONS GRANT;

EIGHT DESKTOP COMPUTERS AND EIGHT MS OFFICE LICENSES FOR THE SHERIFF'S ENFORCEMENT TEAM AT A COST NOT TO EXCEED \$10,864; FUNDING IS AVAILABLE IN THE EMERGENCY MANAGEMENT GRANT; AND

UPGRADE OF SIX CELL PHONES TO SIX VERIZON BLACKBERRY 8830's FOR THE MACOMB COUNTY SHERIFF'S OFFICE AT A ONE-TIME COST OF \$899.94 AND AN INCREASE IN THE MONTHLY ACCESS CHARGE OF \$75.71; FUNDING IS AVAILABLE IN THE TELECOMMUNICATIONS FUND.

**THE MOTION CARRIED.**

**ALCESTIS MEDICAL EXAMINER AND CORONER SOFTWARE SYSTEM**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY JOAN FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE A SUBSCRIPTION TO THE ALCESTIS MEDICAL EXAMINER AND CORONER SOFTWARE SYSTEM ADMINISTERED BY THE CENTER FOR COLLABORATIVE RESEARCH IN HEALTH OUTCOMES & POLICY AT THE MICHIGAN PUBLIC HEALTH INSTITUTE FOR USE BY THE MACOMB COUNTY MEDICAL EXAMINER'S OFFICE AT A COST NOT TO EXCEED \$1,600 FOR THE REMAINDER OF CALENDAR YEAR 2007; FUNDING IS AVAILABLE IN THE PUBLIC HEALTH – COMPUTER PROJECTS ACCOUNT. **THE MOTION CARRIED.**

**PHASE II BUILDING SECURITY SYSTEM PROJECT**

**MOTION**

A motion was made by Vosburg, supported by Switalski, to approve the remainder of Phase II Building Security System Project at the Sheriff's Office in the amount of \$175,000; funding is available in the Securus Technology Grant. Further, to amend the previously approved Detex replacement portion of the Building Security System Project source of funding to the Sheriff's Correctional Officers' Training Budget in the amount of \$165,808.45. **Forward to the Budget Committee. The Motion Carried.**

**ADOPT RECORDS RETENTION POLICY**

**COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY JOAN FLYNN, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS ADOPT A UNIFORM ELECTRONIC RECORDS RETENTION POLICY OF SIX MONTHS FOR INFORMATION TECHNOLOGY ADMINISTRATIVE SYSTEMS (E-MAIL, INTERNET, VOIP), AS DETAILED IN CORRESPONDENCE FROM THE IT DIRECTOR.

Ms. Zerkowski gave a PowerPoint presentation entitled, Electronic Records Management. Key topics covered included: Retention, Backup, Archival, Archival Methods, Retention Policies, Technology Investment, Core Participation and Department Participation.

Ms. Zerkowski noted that she will work with Corporation Counsel and bring back what needs to happen in the event of a litigation hold. This is not contained within this proposed Records Retention Policy. She overviewed how this policy is different from what is currently in place. She felt that every department should have their own specific retention policy on what types of documents they retain, since operational issues occur at the departmental level. During discussion, Chair Lund asked Ms. Zerkowski and Mr. Meyerand to send out a joint memo to department heads.

Mr. Meyerand spoke about a new rule in Federal Court that everything will be in electronic format. He then spoke about the new requirements that the county will face.

Commissioner Bruley asked Ms. Zerkowski how many times information has had to be retrieved and it was found to be nonexistent. He asked the difference between a four month, six month, and a year policy. He felt a policy needs to be in place, but the length of that policy is not dictated to commissioners in a legal fashion.

Chair Lund called for a vote on the motion and **THE MOTION CARRIED WITH BRULEY, DAVID FLYNN AND ROCCA VOTING “NO.”**

### **AUTHORIZE ISSUANCE OF RFP FOR A STORAGE AREA NETWORK**

#### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR A STORAGE AREA NETWORK.

Commissioner Bruley felt that he needed more definition on what it is that is needed.

Chair Lund called for a vote on the motion and **THE MOTION CARRIED WITH BRULEY AND DAVID FLYNN VOTING “NO.”**

Chair Lund announced that since Mr. Frame was not present, the committee would move on to items #13 and #14. There were no objections.

## **MONTHLY REPORTS FROM CORPORATION COUNSEL**

### **MOTION**

A motion was made by Slinde, supported by Brdak, to receive and file the Monthly Reports submitted by Corporation Counsel. **The Motion Carried.**

## **REPORT FROM LOBBYIST**

Chair Lund stated that the Lobbyist could not make it to today's committee meeting, due to him being in Lansing.

### **MOTION**

A motion was made by Vosburg, supported by Switalski, to receive and file the report from the Lobbyist. **The Motion Carried.**

The committee moved back to items #11 and #12.

## **APPROVE PUBLICATION OF MACOMB COUNTY SERVICES AND PHONE NUMBERS, COUNTY LOGO AND ARTWORK IN 2007-08 AT&T YELLOW PAGES AND ALLOW AT&T YELLOW PAGES TO USE THE DESIGNATION "OFFICIAL YELLOW PAGES OF MACOMB COUNTY"**

### **COMMITTEE RECOMMENDATION – MOTION**

A MOTION WAS MADE BY VOSBURG, SUPPORTED BY DOHERTY, TO RECOMMEND THAT THE BOARD OF COMMISSIONERS APPROVE THE PUBLICATION OF MACOMB COUNTY SERVICES AND PHONE NUMBERS, COUNTY LOGO AND ARTWORK IN THE 2007-08 AT&T YELLOW PAGES AT NO COST TO MACOMB COUNTY. THE BOARD OF COMMISSIONERS GRANTS PERMISSION TO THE AT&T YELLOW PAGES TO USE THE DESIGNATION "OFFICIAL YELLOW PAGES OF MACOMB COUNTY." **THE MOTION CARRIED.**

## **MONTHLY REPORT FROM OFFICE OF PUBLIC AFFAIRS**

### **MOTION**

A motion was made by Vosburg, supported by Slinde, to receive and file the Monthly Report submitted by Mr. Phil Frame, Director, Office of Public Affairs. **The Motion Carried.**

**ADJOURNMENT**

**MOTION**

A motion was made by Slinde, supported by Sauger, to adjourn the meeting at 11:15 a.m.  
**The Motion Carried.**

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Denise M. Jacks  
Committee Reporter